DirecTools

User Manual
(for Windows®)

Version 1.0

Copyright i.e. Publishing

Publishing Information

DirecTools and this manual were created by i.e. Publishing. While every precaution has been taken in the preparation of this manual, the publisher assumes no responsibility for errors, omissions, or damages from theses products or use thereof.

i.e. Publishing
P.O. Box 914
Noble, OK 73068
iepublishing@me.com

If you have purchased the files that this manual accompanies, you are hereby authorized to modify and/or copy the files only for your own use. You are not authorized to sell or redistribute the files without prior written permission from the publisher.

Microsoft, Windows, and Excel are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Apple, Mac, and Mac OS X are either registered trademarks or trademarks of Apple, Inc. in the United States and/or other countries.

Table of Contents

Publishing Information 2

Introduction 5
Minimum System Requirements 5
What You Get 5

Installing the Files 6

About Lists 7
The List Area 7
Entering New List Items 8
Sorting Lists 9

Banking 10
Type Column 10
Date Column 10
Description Column 10
Category Column 10

Calendar 11

Contacts 12

Inventory 13
Category Column 13
Product Name Column 13
Product Number Column 14
Retail Price Column 14
My Discount Column 14
My Cost Column 14
Quantity Column 14
Inventory Value Column 15

Copyright i.e. Publishing

Invoice **16**
Customizing the Invoice 16
Entering a Logo 17
Creating New Invoices 18
Changing the Invoice Number 18
Entering Items 18
Sales Tax and Totals 19

Mileage **20**
Trip Note Column 20
Trip Date Column 20
Starting and Ending Miles Columns 20
Miles Column 21
Rate Column 21
Value Column 21

Sales Tracking **22**
Sales Period Dates (Blue Cells) 22
Sales Information (Green Cells) 23
Cost of Goods Information (Orange Cells) 23
Gross Profit (Automatic Calculation) 24
Expense Information (Yellow Cells) 25
Net Profit (Automatic Calculation) 26
Goals (Purple Cells) 27
Goals Graphs 28
TOTALS Column (Automatic Calculation) 29

To Do Lists **30**
Task Column 30
Due Date Column 30
Date Complete Column 30

Copyright i.e. Publishing

Introduction

Welcome to DirecTools! We at i.e. Publishing sincerely hope that these tools will help you manage your sales business and achieve the results you desire.

Minimum System Requirements

These tools are designed to be used with Microsoft® Excel®. You must have that application installed before using these tools.

For Windows: Excel 2003, or later
For Mac: Excel X, or later

What You Get

DirecTools is a set of templates designed to keep track of information related to a direct selling business. There are eight useful templates that come with DirecTools. They are:

- Banking
- Calendar
- Contacts
- Inventory
- Invoice
- Mileage
- Sales Tracking
- To Do Lists

We are always looking for ways to improve our products. If you have comments or suggestions please email them to us at: iepublishing@me.com.

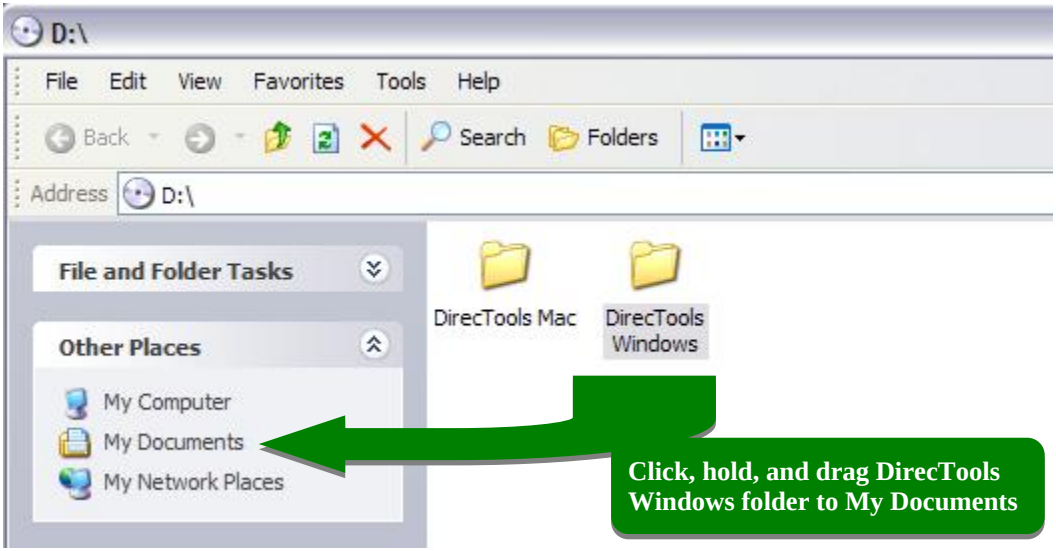
We sincerely appreciate you purchasing DirecTools and wish you the best of luck in your business.

Copyright i.e. Publishing

Installing the Files

Install files from the CD to your computer by copying them to your hard drive. You can do this by dragging the DirecTools folder to a location on your computer, such as your documents folder.

Insert the DirecTools disc into your computer's CD or DVD drive. Drag and drop the DirecTools Windows folder to the desired location (show below as My Documents folder). Doing this will cause your computer to copy the folder off the disc onto your computer.



That's it! Now you may navigate to the location where you copied the files and start using them. More details about the use of each file follow in these instructions.

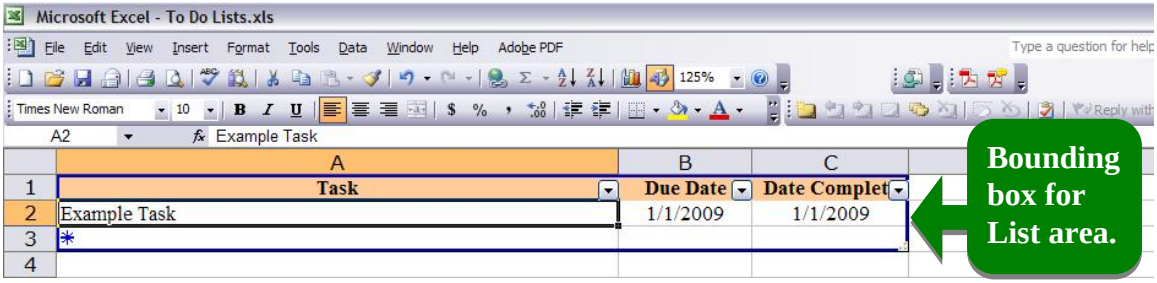
Copyright i.e. Publishing

About Lists

Many of the files that come with this product are set up as *Lists*. Lists are special sets of data in Excel. Lists allow you certain functionality such as sorting your data on any column and automatic entering of formulas. Some things you should know about Lists are explained below.

The List Area

Data for Lists can only be entered in the List area, which is within a bounding box as shown below.

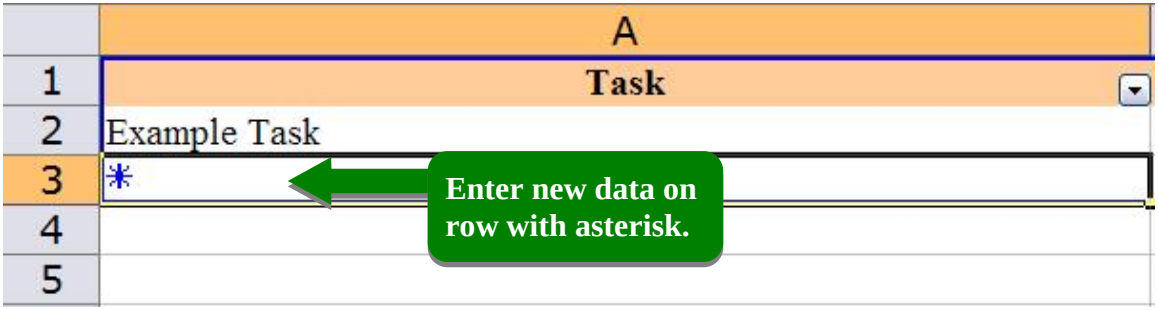


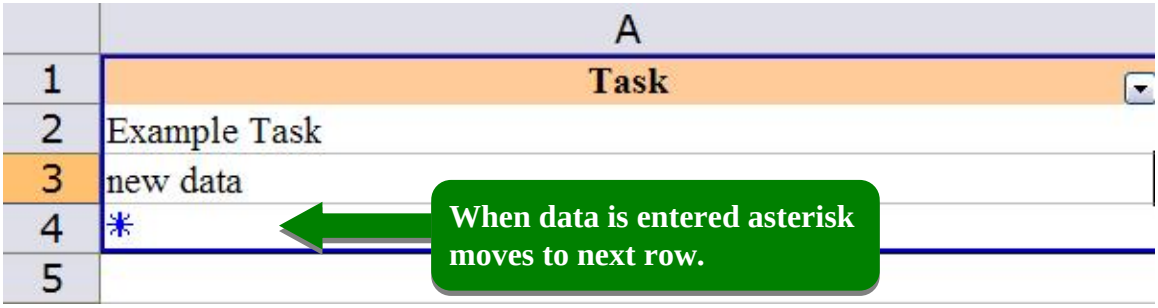
Enter data into a list by selecting a cell in the list area and typing your data. The lists provided with this product have example information, which should be typed over to enter your own data.

Copyright i.e. Publishing

Entering New List Items

Items may be added to a list by entering information on the row with the asterisk (*) in the far left column. Once data is entered on this row the asterisk row will automatically move to the next row. Data can be entered like this for as many rows that need to be added. Entering new data in this manner is shown below.

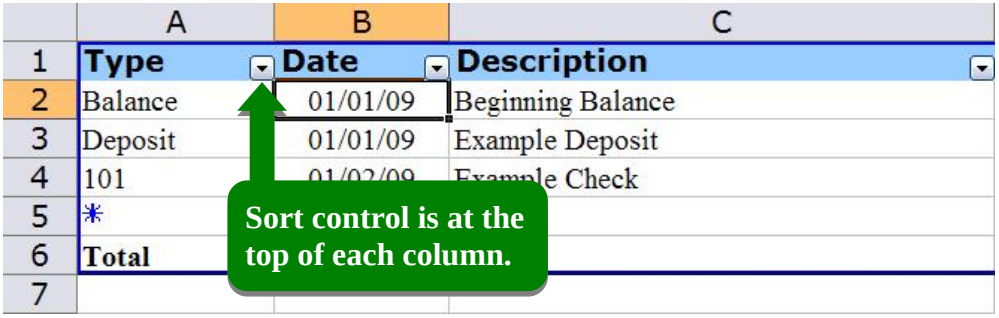




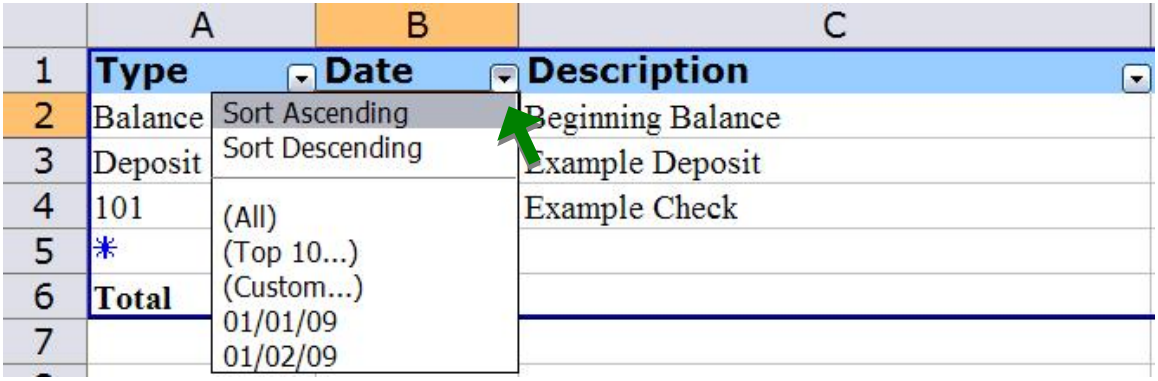
Copyright i.e. Publishing

Sorting Lists

One useful feature of Lists is the ability to sort on any column. Each column has a sort control in the lower right portion of the column-heading cell.



To sort the list, simply click on the sort control and choose the desired sort method. In the example shown below the Date column is selected to Sort Ascending. This will place the list in date order with newer dates at the top of the list and later dates toward the bottom. You can sort the list using any column. (*Note: if you add new data, you will need to re-sort the list to get it back in order.*)



Copyright i.e. Publishing

Banking

The Banking file allows you to track transactions made in a bank account. The balance (at the bottom of the list) is automatically calculated each time you make and entry, reducing the chance to make errors. The Banking file is set up as a List (*see* About Lists, above). Some features of the Banking file are explained below.

Type Column

The Type column allows you to record the type of transaction. You may enter anything you choose in this column. For example, if the transaction is writing a check you may wish to enter the check number.

Date Column

The Date column allows you to record the date of transaction. The date is automatically formulated as: mm/dd/yy, so even if you enter it as a different format (e.g. mm-dd-yyyy), it will reformat for consistency. If you wish to have a different format for all dates in the column, double-click on the column head and choose the desired format.

Description Column

The Description column allows you to record a description for the transaction. You may enter anything you choose in this column. For example, if you write a check you may wish to enter who the check was to and what it was for.

Category Column

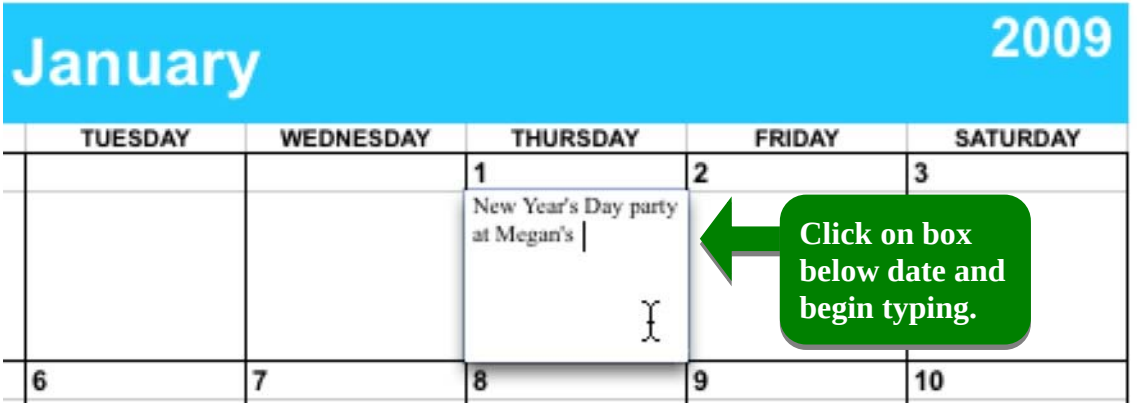
The Category column allows you to choose a category for the transaction. You may enter anything for category.

Copyright i.e. Publishing

Calendar

The Calendar file is a monthly wall calendar. You can print the calendar as is, and hand write on it. You can also keep the file on your computer, opening and saving the file for each change you want to make.

To make an entry, simply click on the box below the desired date and begin typing.

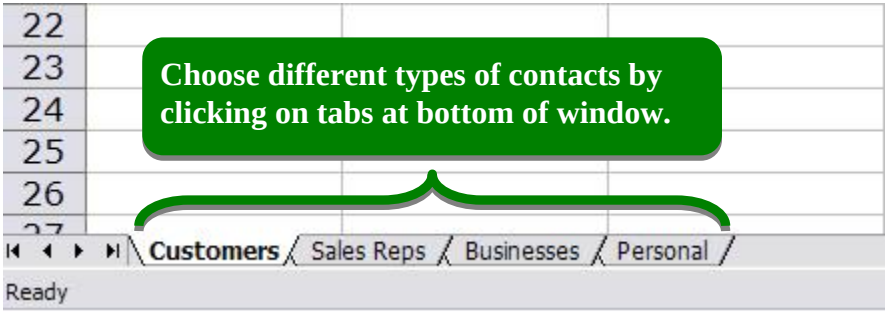


Don’t forget to save the file when finished.

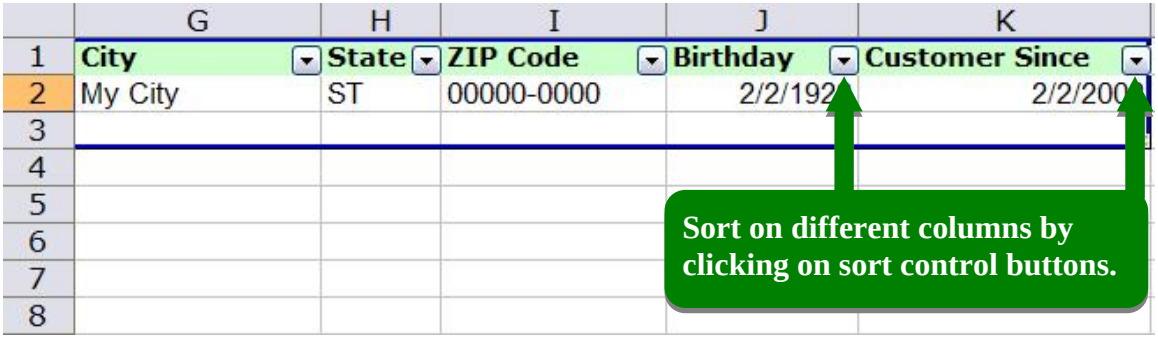
Copyright i.e. Publishing

Contacts

The Contacts file allows you to record all of your contacts in one easy to use location. The file is set up to have different tabs along the bottom for different types of contacts.



Since Contacts is set up as a List, you can sort on any column (*see* About Lists, above). For example, you may wish to sort on Birthday or Customer Since so you can send small gifts of appreciation.



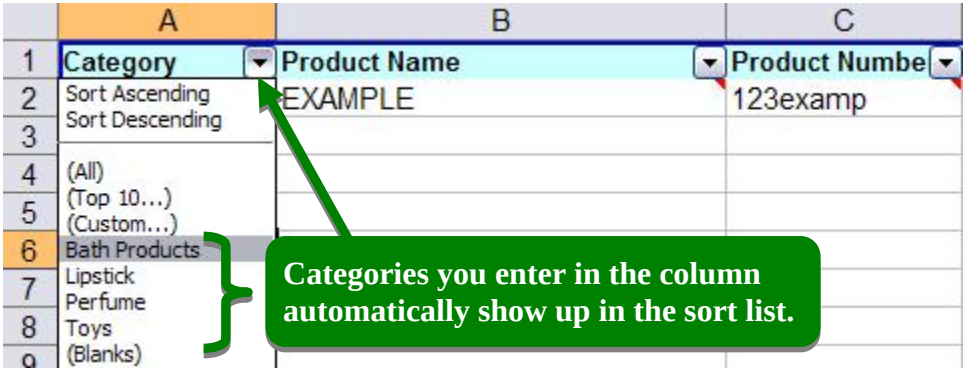
Copyright i.e. Publishing

Inventory

The Inventory file is set up as a List (*see* About Lists, above). This file gives you a location to record your product inventory. For income tax purposes, it is generally required to record your beginning and ending inventory for the year. Details of how to record information in the Inventory file are shown below.

Category Column

The Category column allows you to assign a category to each inventory item. The products you sell may already have categories assigned by your company. If so, you may want to use these. Whatever categories you enter will show up on the list for later sorting.



Product Name Column

Enter the product name for the product. It is a good idea to use the same name that is assigned by your company for ease of location later.

Copyright i.e. Publishing

Product Number Column

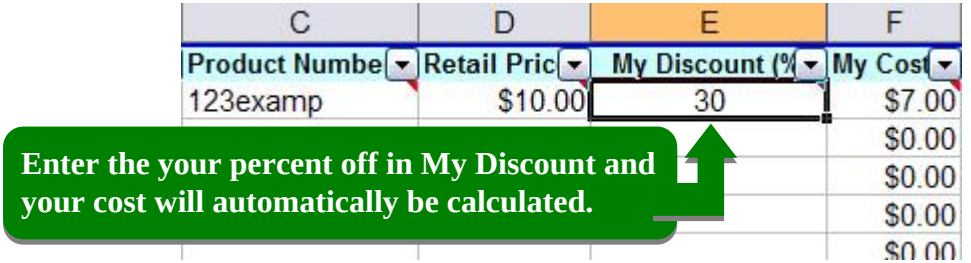
Enter the product number for the product. Your company should assign product numbers to use in ordering and tracking products.

Retail Price Column

Enter the retail price of a single product (multiples will be handled later). The retail price is the price you charge your customers.

My Discount Column

Enter the percent discount your company gives you off that product. For example if you get a 30% discount just enter “30” as shown below.



My Cost Column

After entering your discount (above), your cost is automatically calculated. In the example above the retail price was $10.00, a discount of 30% was entered, which makes the seller’s cost $7.00.

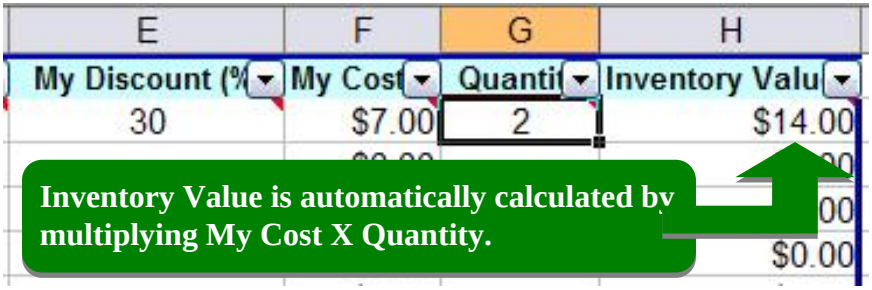
Quantity Column

Enter how many items you have in stock for that product.

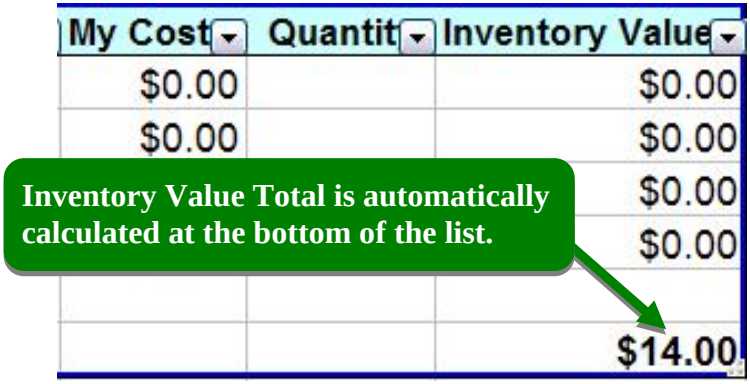
Copyright i.e. Publishing

Inventory Value Column

The inventory value is automatically calculated by multiplying your cost (My Cost) by the number of product you have in stock (Quantity).



The total Inventory Value is automatically calculated at the bottom of the list.



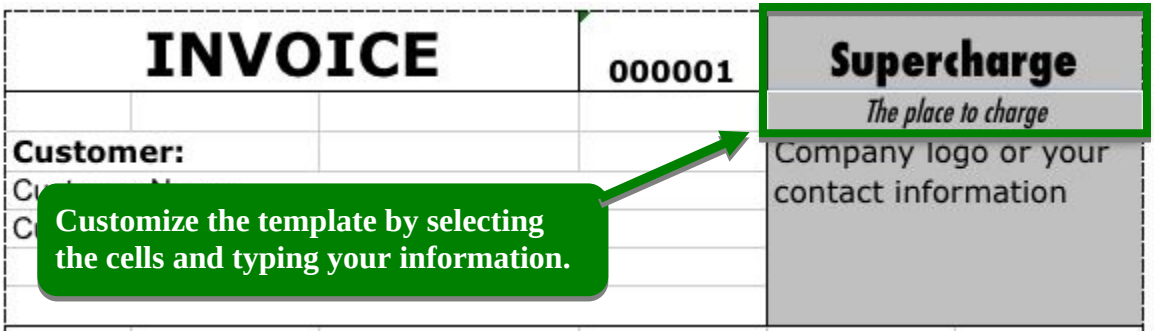
Copyright i.e. Publishing

Invoice

The Invoice file allows you to create customer invoices, print them, and keep a record of them. The invoice file automatically totals prices and calculates sales tax. Details on how to use the Invoice file are shown below.

Customizing the Invoice

You should first customize the invoice template by changing some of the generic information in the file. For example, change “Company Name” and the slogan to the actual name and slogan of your company. Do this by clicking in the cells that contain the information and type over what is there.

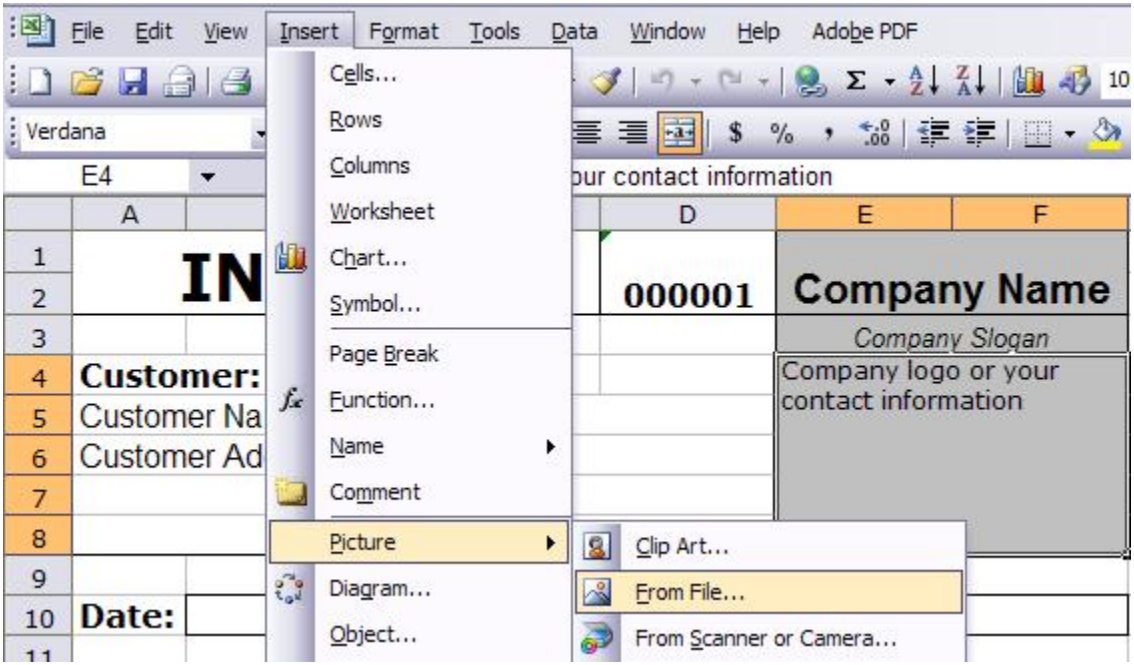


Don’t forget to save your file when finished so your template will have the correct information the next time you use it.

Copyright i.e. Publishing

Entering a Logo

It is possible for you to even add graphics to the invoice such as a company logo. Select the cell where you wish to place the logo then click on the **Insert** menu and choose **Picture -> From File...**.



Then find your company's logo graphic file and click on Insert. Don't forget to change the business contact information at the bottom of the template too.

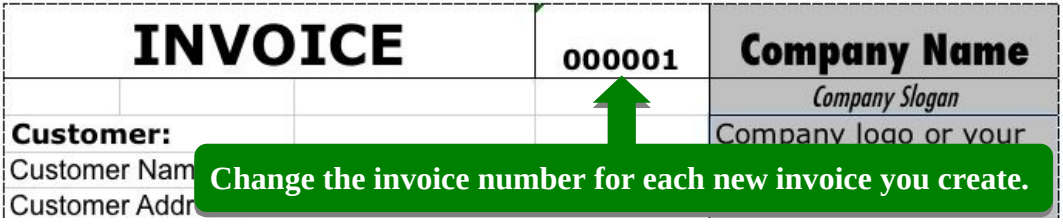
Copyright i.e. Publishing

Creating New Invoices

Once you have made changes to the template file, create new invoices by selecting **File -> Save As…**. This will ensure you save each invoice separately for later reference. Choose a file name that will allow you to find it later and click on **Save**.

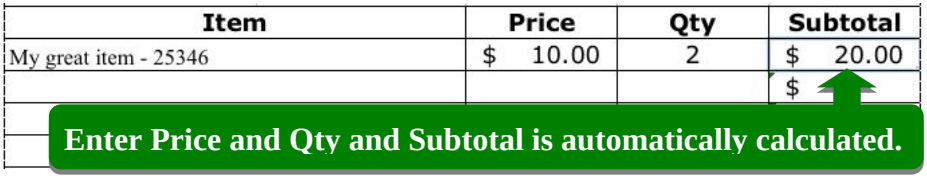
Changing the Invoice Number

It is good practice to ensure each invoice has a unique number for later reference. The invoice has a location for invoice number next to the word INVOICE in the file. You may just start at 000001 and increase the number for each new invoice, or create your own unique numbering system.



Entering Items

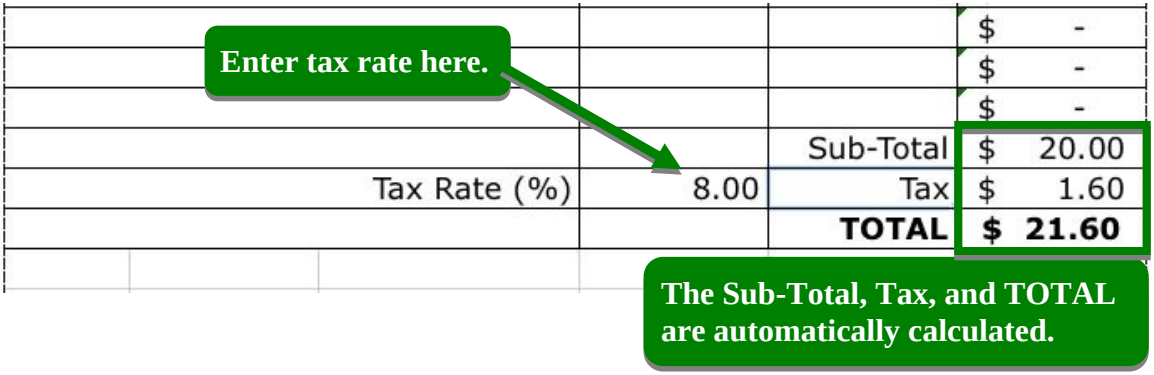
Enter the product name and/or number for each item, the price you are charging, and the quantity. The subtotal column is automatically calculated by multiplying the price by the quantity.



Copyright i.e. Publishing

Sales Tax and Totals

Enter the sales tax percentage in the cell next to “Tax Rate (%)” and the tax will automatically be calculated. The Sub-Total cell automatically calculates all entries above it. The TOTAL cell automatically adds the Tax and Sub-Total cells together.



Copyright i.e. Publishing

Mileage

The Mileage file is set up as a List (*see* About Lists, above). This file allows you to track vehicle miles that apply to your business. If you enter the starting and stopping odometer readings for each trip, the number of miles is automatically calculated, and all trip miles are automatically totaled. Details on how to use the Mileage file are shown below.

Trip Note Column

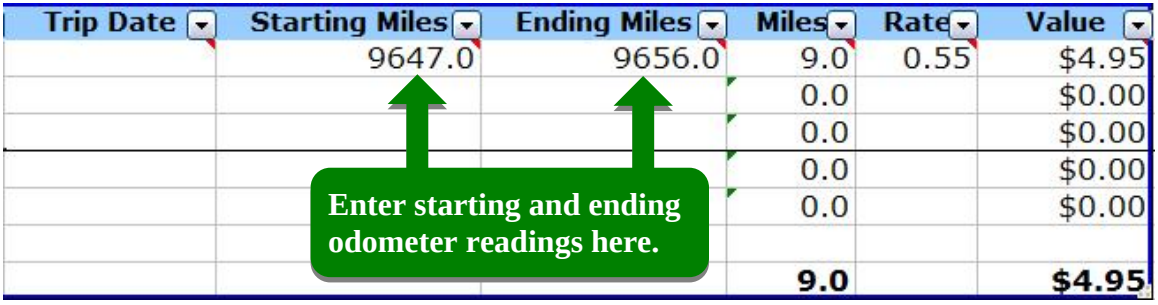
Enter information about the trip in the Trip Note column. For example, you may wish to enter which customer was delivered to.

Trip Date Column

Enter the date the trip was made.

Starting and Ending Miles Columns

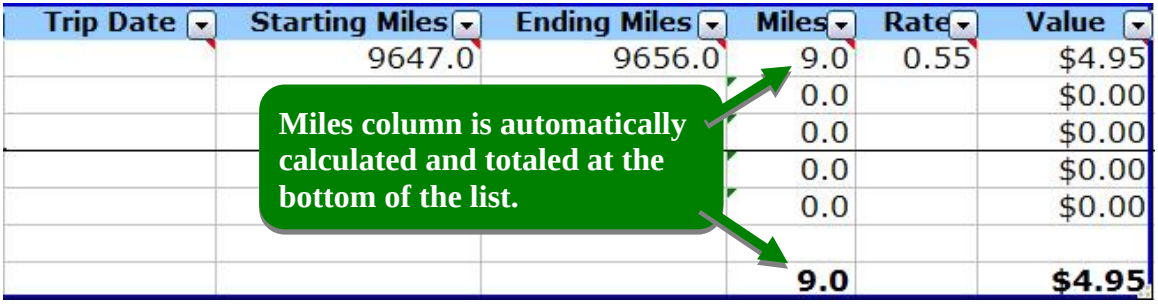
Enter the odometer readings at the start and end of the trip.



Copyright i.e. Publishing

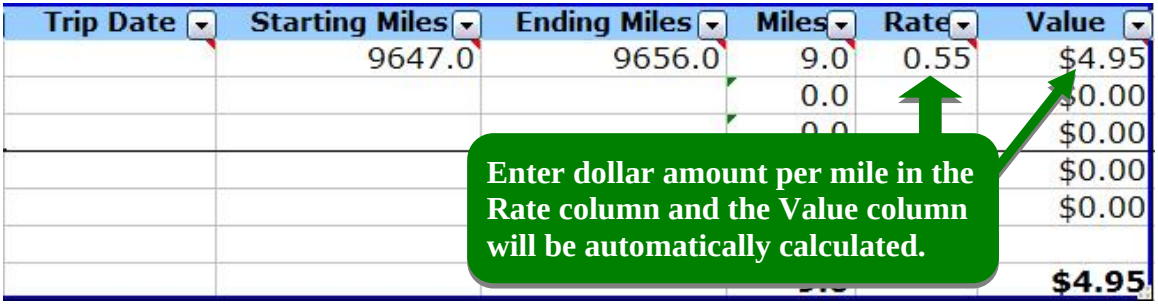
Miles Column

The Miles column is automatically calculated by subtracting Ending Miles from Starting Miles. The Miles column is also automatically totaled at the bottom of the list.



Rate Column

Enter the amount per mile set by your company or the IRS. Enter this as a dollar amount. For example if the rate is 55 cents per mile enter “0.55”.



Value Column

The Value column is automatically calculated by multiplying Rate and Miles.

Copyright i.e. Publishing

Sales Tracking

The Sales Tracking file is the heart of DirecTools. It is designed to keep track of how much you sell and deductions for tax purposes. It can also help you set and track your goals so that you can meet your sales objectives and see how much profit you are making. Details about how to use the Sales Tracking file are shown below.

Sales Period Dates (Blue Cells)

Each year is divided up into 26 sales periods. This means each sales period is two weeks long. If your sales periods are different (for example monthly) then you can just use fewer columns (for example the first 12). Enter a date for each sales period in the blue cells. You may enter the starting date for each period or the ending date, which ever is most convenient and will help you keep track.

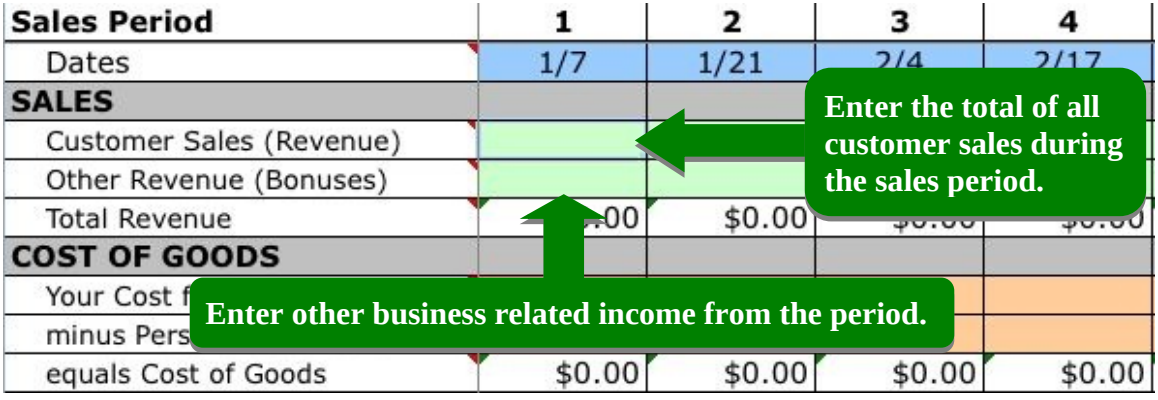
Sales Period	1	2	3	4
Dates	1/7	1/21	2/4	2/17
SALES				
Customer Sales (Revenue)				
Other Revenue (Bonuses)				
Total Revenue	$0.00	$0.00	$0.00	$0.00
COST OF GOODS				
Your Cost for Products				
minus Personal Use Items				
equals Cost of Goods	$0.00	$0.00	$0.00	$0.00

Enter start or end dates of each sales period here.

Copyright i.e. Publishing

Sales Information (Green Cells)

Enter the total customer sales for each sales period by adding all customer invoices from that period. There is an additional row for other income received during the period such as bonuses or awards. After entering both types of revenue, the Total Revenue row is automatically calculated.



Cost of Goods Information (Orange Cells)

Cost of goods is the amount you paid for the products you sold. Enter the amount of products you ordered during the sales period on the top orange row.

CAUTION: Do not include items that were not *products* (items like fees and sales tools will be covered later).

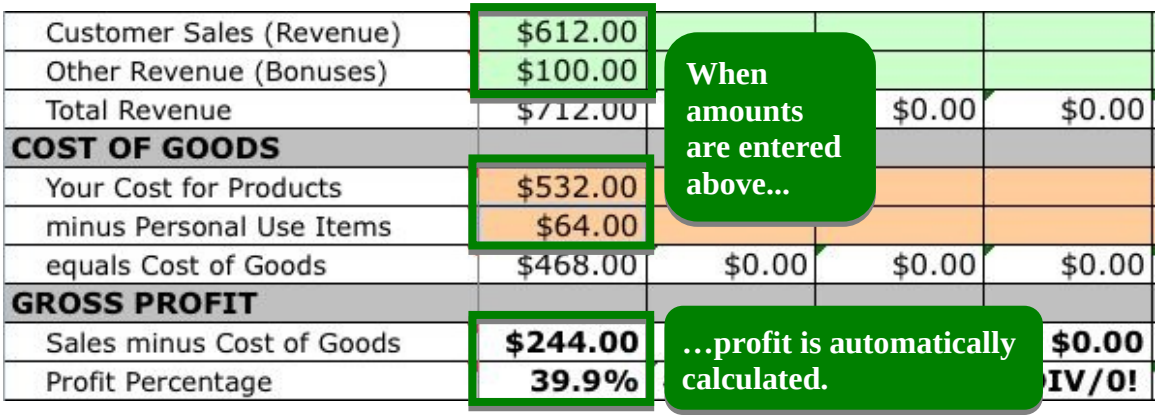
Copyright i.e. Publishing

Enter the dollar amount of products you ordered that are for yourself, being given as gifts, etc. Since these items were not resold they are not included in Cost of Goods. The spreadsheet automatically calculates Cost of Goods by subtracting Personal Use Items from Your Cost for Products.

COST OF GOODS
Your Cost for Products
minus Personal Use Items
equals Cost of Goods
$0.00
$0.0
Enter the amount you paid for personal items during the period.

Gross Profit (Automatic Calculation)

Gross profit is the dollar amount made in revenue (sales plus bonuses) minus your cost of goods. The file automatically calculates this value after you enter the values above. The file also calculates the percentage of gross profit you made. (*Note*: the file will display **#DIV/0!** until values are entered above.)



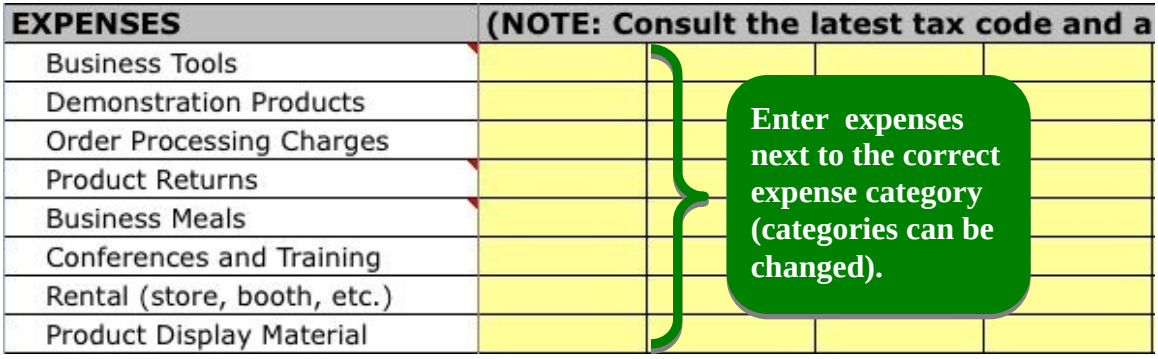
Copyright i.e. Publishing

Expense Information (Yellow Cells)

The Sales Tracking file not only tracks sales, but also tracks expenses. Many business expenses are tax deductible. The Sales Tracking file lists some common business expenses. The expenses listed may or may not be fully deductible depending on the latest tax laws.

> **CAUTION: Consult the latest tax code and a professional tax consultant to determine what business expenses are tax deductible**.

You may use the expense categories listed or create your own (just type over what is in the file). Enter expenses from the relevant sales period (column) in the row for the correct expense type.



Expense totals are automatically calculated for each sales period (in the bottom row of the Expenses section).

Copyright i.e. Publishing

Net Profit (Automatic Calculation)

Net profit is gross profit (see above) minus expenses. The file automatically calculates this value after you enter all other values. The file also calculates the percentage of net profit you made. (*Note*: the file will display **#DIV/0!** until other values are entered.)

GROSS PROFIT				
Sales minus Cost of Goods	**$244.00**	**$0.00**	**$0.00**	**$0.00**
Profit Percentage	**39.9%**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**
EXPENSES	**(NOTE: Consult the latest tax code and a**			
Business Tools	$12.00			
Demonstration Products	$10.00			
[illegible] Expenses [illegible]				
Other Expenses 3				
Total Expenses	**$43.00**	**$0.00**	**$0.00**	**$0.00**
NET PROFIT				
Gross Profit minus Expenses	**$201.00**			
Net Profit Percentage	32.8%			

Net profit is automatically calculated as gross profit minus total expenses.

Copyright i.e. Publishing

Goals (Purple Cells)

The importance of goal setting cannot be overstated. The Sales Tracking spreadsheet is set up to help you set and track your goals. There are four different goal types based on sales and profit:

Award Sales

Special awards are often offered by companies on certain types of sales and/or during certain periods of time. You may wish to track your goals related to those company incentives.

Customer Sales

Since generally the more you sell, the more you make, it is a good idea to set goals related to how much you sell. For example, you may wish to set a goal to increase your sales by $40 each sales period. That type of entry is shown below.

GOALS					
Award Sales Goal					0.00
Award Sales Actual					0.00
Customer Sales Goals	$160.00	$200.00	$240.00	$280.00	$320.00
Gross Profit Goals	$0.00	$0.00	$0.00	$0.00	$0.00
Net Profit Goals	$0.00	$0.00	$0.00	$0.00	$0.00

Entering gradually increasing sales goals.

Gross Profit

Enter goals for gross profit to track how much money you are making before expenses.

Net Profit

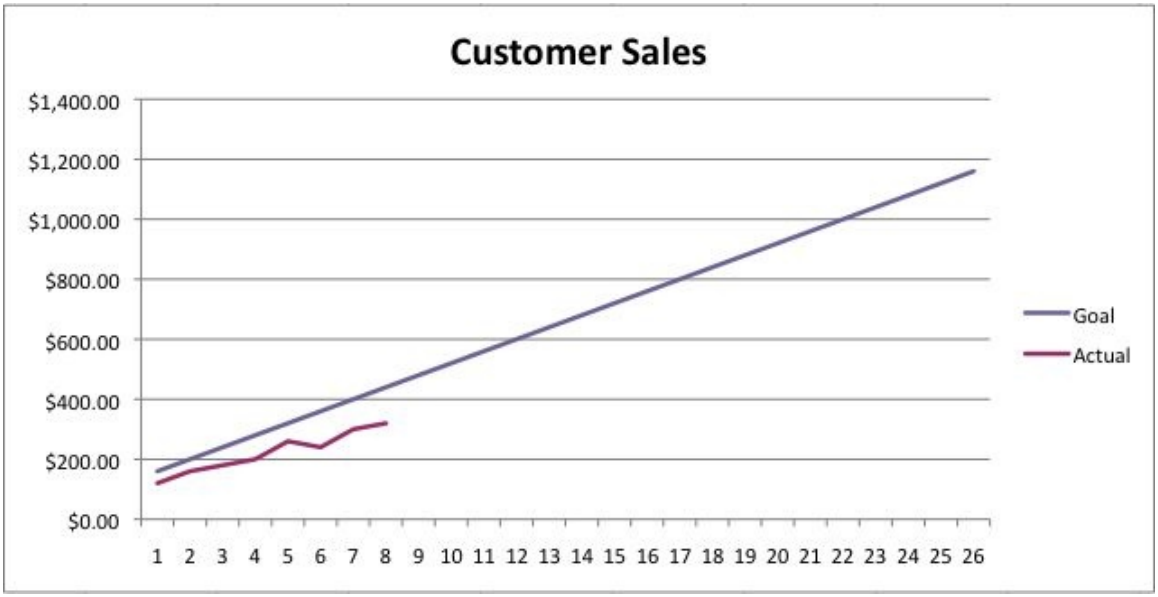
Enter goals for net profit to track how much money you are making after expenses.

Copyright i.e. Publishing

Goals Graphs

Your goals can become much more real to you if they can be visualized. The Sales Tracking file has graphs set up to automatically graph goals and actual results. There is a different graph for each goal type. This powerful visual tool is a great way to see the results of your efforts and where you need to focus your efforts for improvement.

The Goal line on the graph automatically moves up when you put goal information in. As you populate sales information each sales period, the Actual line gets redrawn to match the numbers you enter. An example of this can be seen below. As can be seen, the seller is not meeting the goal. He needs to put a little more effort in getting more sales to meet his goal.



Copyright i.e. Publishing

TOTALS Column (Automatic Calculation)

All totals for each row are added in the right-most column. This allows you to see the totals for each category for the entire year.

Sales Period	24			TOTALS
Dates	11/24			
SALES				
Customer Sales (Revenue)				$1,780.00
Other Revenue (Bonuses)				$0.00
Total Revenue	$0.00	$0.00	$0.00	$1,780.00
COST OF GOODS				
Your Cost for Products				$100.00
minus Personal Use Items				$12.00
equals Cost of Goods	$0.00	$0.00	$0.00	$88.00
GROSS PROFIT				
Sales minus Cost of Goods	$0.00	$0.00	$0.00	$1,692.00
Profit Percentage	#DIV/0!	#DIV/0!	#DIV/0!	95.1%

Totals for each row are automatically calculated in the TOTALS column.

Copyright i.e. Publishing

To Do Lists

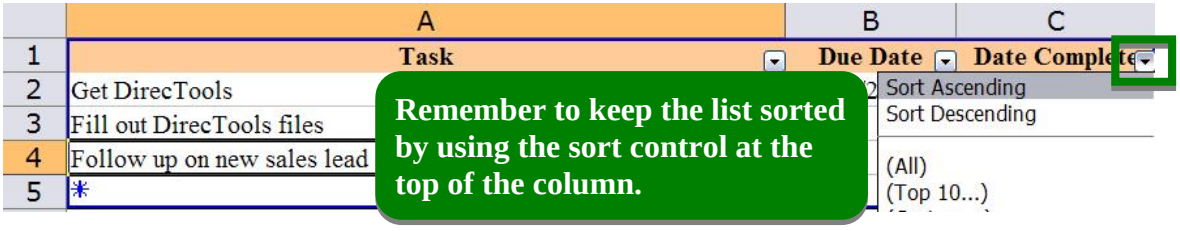
The To Do Lists file is set up as a List (*see* About Lists, above). Every business person has a lot to do. The To Do Lists file give you a place to record your to do items, put due dates on them, and record the dates they were actually completed. Recording and checking off your goals can help you become a success. Details on how to use the To Do Lists file are shown below.

Task Column

Enter a description of the task. This description should be detailed enough to remember later what the task was.

Due Date Column

Enter a due date for each task. Setting a due date will give you a definite goal to shoot for. Otherwise, it is much easier to procrastinate. (*Note*: you may wish to keep the list sorted by due date so that it is easier to complete the tasks that are due next.)



Date Complete Column

Enter the date the task was completed. Not only will this let you know which tasks have been completed, but it will also give you a sense of accomplishment as each task is done (especially if completed ahead of the due date).

Copyright i.e. Publishing